

Prepared by Ms D Rose  
Queen Elizabeth Secondary School

# THE COVER LETTER

- ✎ Positive visual first impression.
- ✎ Overall design matches the resume.
- ✎ Grabs the reader's attention by showcasing passion, personal associations & unique contributions.
- ✎ Provides specific examples of applicant's strengths and experiences that are targeted to the position.
- ✎ Makes connections between the position's needs and applicant's abilities.

# Writing Your Cover Letter

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**Your name**

**Address**

**Phone number**

**Email address**

**Date**

**Hiring manager's name and job title**

**Company name**

**Company address**

**Re: Job Reference or Competition #, if provided**

**Greeting** (addressed to the hiring manager, if possible),

**Opening Paragraph:** CAST THE HOOK. Snag the reader's attention with your introduction. Name the position you are applying for and where you saw or heard the advertisement. If applicable, include a reference to the person(s) you spoke to about the organization. This section should be more about the employer than about you, so do your research. Briefly sum up why you are interested in working with the organization, and the specific way(s) in which they would benefit from hiring you. Remember, despite the many technologies used in today's workplaces, people still hire people. Use your cover letter to reach out professionally to the hiring manager, person to person.

**Middle Paragraph(s):** REEL IN THE LINE. Draw the reader in. Don't simply duplicate your resume in full sentences. In one to three paragraphs, offer a few well-chosen, concise examples of your skills and experience. Tailor your cover letter to the position, matching your qualifications to the requirements outlined in the job posting. The cover letter is a space to highlight what your resume can't convey, such as personal traits and work habits, writing style, and what you will contribute to the organization. Give the reader a glimpse of the passionate, committed person behind the words.

**Closing Paragraph:** MAKE THE CATCH. This paragraph confirms the next steps in the hiring process that either you or the manager will take. Thank the reader for taking the time to consider your application. Indicate that your enclosed or attached resume contains further details of your qualifications. Mention your desire to discuss the position in an interview. Indicate when you can be reached, as well as any follow-up actions you will take (for example, phoning to arrange a mutually convenient time to meet).

**Sincerely,**

*Signature*

**Your Name (typed)**

**Enclosed:** Resume

## **SAMPLE OPENING PARAGRAPHS:**

Please accept this letter and enclosed resume as my application for a position with your company. I am a young and ambitious person with a long-term goal of working in the \_\_\_\_\_ industry. Currently I am looking for part-time employment while I complete secondary school.

I would like to express my interest in an entry-level position with your company. From my research, I have come to admire the professionalism that characterizes your firm and its employees. I am confident that your company's values and objectives would highly complement my own strengths and enthusiasm. I would like to be considered for \_\_\_\_\_, or a similar position that requires \_\_\_\_\_ and good communication skills.

My outgoing personality and good customer service skills make me a strong candidate for the position of Customer Service Account Representative.

I was delighted to learn from \_\_\_\_\_ \* that your company is in need of a \_\_\_\_\_. \_\_\_\_\_ \* speaks very highly of your company and I am very interested in joining a progressive organization such as yours.

\* if you name someone in your letter, you need their permission to do so AND you want to be confident that the person is well regarded by the company!

I would like to take this opportunity to introduce myself. I am a recent high school graduate and am interested in entering the field of \_\_\_\_\_.

## **MIDDLE PARAGRAPHS:**

Although I have limited work experience, I am reliable, enthusiastic and work well with other people. I am quick to learn new skills, concepts and enjoy new responsibilities. I would appreciate an opportunity to demonstrate my skills in a position with your company.

My background in \_\_\_\_\_ leads me to feel confident that I would be capable of succeeding in the position of \_\_\_\_\_. My experience includes \_\_\_\_\_.

I have approximately one year of experience working in a team environment for \_\_\_\_\_. You will find me to be adaptable, dedicated and capable. My work patterns have shown that I work well within a team or independently and that I am reliable and have a good work ethic.

## **CLOSING PARAGRAPHS:**

Please review the enclosed resume and consider my application for \_\_\_\_\_. I would appreciate the opportunity to meet with you and explore possible job opportunities. I look forward to exchanging ideas with you concerning a career at your company and the positive contributions I would offer as a member of your organization.

Thank you for taking the time to read my cover letter and resume. I would appreciate the opportunity to meet with you at a time that is convenient for you to discuss my qualifications.

You will find that I will be a valuable asset to your organization. I look forward to the opportunity to meet with you to discuss possible employment and how I can contribute to the success of your company.

I appreciate your consideration of my application and I look forward to discussing my qualifications and this position in more detail.

# MIKE APPLICANT

1234 Beechwood Drive Surrey, B.C. V3S 0K5  
Tel: 604-541-3456 Cell: 778-123-4567 mikeapplicant@email.com

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September 16, 2019

FortisBC Energy Inc  
14<sup>th</sup> Floor, 333 Dunsmuir Street  
Vancouver BC  
V6B 5R3

Dear Mr. Smith:

Re: Customer Service Account Representative : Competition No. T-0790-06

Please accept my application for the position of \_\_\_\_\_ with your company. I believe that my training and related work experience make me an ideal candidate for this position.

My qualifications include over two years of Call Centre experience including positions as a Customer Service Representative and Customer Accounting Representative. I have excellent customer service skills, a professional telephone voice and sound working knowledge of office practices and procedures. My experience includes collection of accounts and effectively handling billing inquiries. I have also worked on many different PC and MAC based information systems.

I have the maturity, skills and abilities to make me successful in the position of Customer Service Account Representative. I would very much appreciate the opportunity to meet with you to explore how I might bring my effective customer service skills to your team.

Thank you for considering my application. I look forward to meeting you.

Sincerely,

*Mike Applicant*

Mike Applicant

Encl: resume